

 <p style="text-align: center;"><b>STATE OF ALASKA</b> <b>DEPARTMENT OF TRANSPORTATION</b> <b>AND PUBLIC FACILITIES</b></p> <p style="text-align: center;"><b>Policy and Procedure</b></p>	POLICY AND PROCEDURE NUMBER <b>04.04.020</b>	PAGE  1 of 4
	EFFECTIVE DATE  May 9, 2013	
SUBJECT  <b>Vessel Crew Lists</b>		SUPERSEDES  <b>25-8005</b>
		DATED  July 1, 1985
CHAPTER  <b>Alaska Marine Highway System</b>	SECTION  <b>Personnel Administration</b>	APPROVED BY  <b>Signature on file</b>

## PURPOSE

This formalizes the policy and procedure (P&P) of the department on providing a report to the vessel master and shoreside personnel containing information necessary to determine if a proper crew complement exists and if United States Coast Guard (U.S.C.G.) requirements for Lifeboatmen are met.

## POLICY

It is the policy of the Alaska Marine Highway System that crew lists be prepared aboard each vessel in a consistent manner with each crew member identified by name, position, position number, change port, Lifeboatmen's Certificate or Able Bodied Seaman endorsement, Fast Rescue Boat endorsement, and department information shown.

## PROCEDURE

Refer to page four for the vessel crew list form to be completed as follows:

1. The crew list will be addressed to Vessel Master.
2. The crew list will be prepared by Chief Purser.
3. The crew list will be prepared as soon as possible after the crew has reported aboard the vessel upon crew changes. When a vessel is in overhaul status, the crew list will be prepared each Friday for the week beginning the following Monday.
4. The last name, first name, and middle initial of the individual crewmember will be listed.
5. The authorized position according to minimum crew roster in effect will be shown as the individual's position.

6. The position number as indicated on Vessel Position Control Number Listing prepared by the personnel office will be indicated. If there is not a position number applicable, show "extra" where a position number would normally appear.
7. The change port assigned to the individual will be indicated as Ketchikan (KTN), Juneau (JNU), or Metlakatla (MET) in the southeast system. There are no other designated change ports in the southeast system. In the southwest system, the change port designation will be indicated as Valdez (VDZ), Cordova (CDV), or Homer (HOM).
8. Whether or not the individual holds a Lifeboatmen's Certificate shall be shown under the column headed "L.B. TKT", by indicating "YES" or "NO". Since all employees holding Able Seaman endorsements must have a Lifeboatman endorsement as well, the type of Able Seaman endorsement can be placed in the column for a Lifeboatman Ticket in place of the "Yes" or "No" as follows:
  - Unlimited or 36 months U
  - Limited or 18 months L
  - Special or 12 months S
9. Whether or not the individual holds a Fast Rescue Boat (FRB) endorsement shall be shown under the column headed "FRB" by indicating "YES" or "NO".
10. The department in which each crewmember works shall be indicated with a designation of "D" for Deck, "P" for Purser, "E" for Engine or "S" for Steward.
11. Remarks as applicable to provide further information may be shown. If a crew member replaces one that is regularly assigned, indicate "Vice" and who is being replaced, and for what reason.
12. Provide total numbers of crew by department, as well as total vessel crew.
13. Provide total number of lifeboat tickets on vessel, as well as the total for each department and the number of lifeboat tickets required by U.S.C.G.
14. Submit copies electronically to the Ketchikan Dispatch Office and crew list central file. These copies are to be forwarded immediately upon completion of the crew list. Distribution aboard the vessel is at the discretion of the master.

**ATTACHMENT:**

Crew List Format

## **AUTHORITY**

AS 44.17.030

## **IMPLEMENTATION RESPONSIBILITY**

General Manager, Alaska Marine Highway System and Chief Purser of all vessels

## **DISTRIBUTION**

All department employees via the DOT&PF website

**Crew List Format**

**MEMORANDUM**

**STATE OF ALASKA**

Department of Transportation & Public Facilities  
 Alaska Marine Highway System

**TO:** MASTER (1)  
 M/V \_\_\_\_\_

**DATE:**

**FROM:** Chief Purser (2)  
 M/V \_\_\_\_\_

**SUBJECT:** Crew List (3)  
 City, Date @ Time  
 City, Date @ Time

LAST NAME	FIRST NAME	M.I.	POSITION	POS. #	CHG PORT	L.B. TKT	FRB	DEPT	REMARKS
(4)			(5)	(6)	(7)	(8)	(9)	(10)	(11)

	(12)	(13)
	Total Crew	L.B.
DECK	0	0
PURSER	0	0
ENGINE	0	0
STEWARD	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>

(14)

- CC: Shipboard and Report Distribution (hard copy)  
 Crewlist Central File (via email)  
 Ketchikan Dispatch, licensed and unlicensed (via email)  
 Passenger Services Inspectors (via email)  
 IBU Ketchikan and Juneau (via email)  
 Procurement (via email)